OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **MARIA JULIET C. CENIZA**, Director of the _NATIONAL COCONUT RESEARCH CENTER-Visayas _commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY to JUNE 2020.

Approved:

MARIA JULIET C. CENIZA
Professor VI
Date:

JOSE L. BACUSMO
Director for Research
Date:

OTHELLO B. CAPUNO
Vice President OVPREI
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Units / Persons Responsible	Center Target	% of Accomplishment	Details of Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
	PI 4: Total FTE coordinated, implemented & monitored*	**A1.** Actual Faculty's FTE	NCRC Core Staff	0.5	150.00%	0.75	5	5	5	5.00	
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	NCRC Core Staff	5	260.00%	13	5	5	5	5.00	
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman	NCRC Core Staff	1	100.00%	1	5	5	4	4.67	
		AS GAC Member	NCRC Core Staff	12	100.00%	12	5	5	5	5.00	
		A4. Number of students entertained for consultation purposes	NCRC Core Staff	10	100.00%	10	5	5	5	5.00	

PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	NCRC Core Staff								
	On-line ready courseware	NCRC Core Staff	2	100.00%	2	5	5	5	5.00	
	Supplemental learning resources	NCRC Core Staff	5	100.00%	5	5	5	5	5.00	
	Assessment tools	NCRC Core Staff								
	A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	NCRC Core Staff	1	100.00%	1	5	5	4	4.67	
	A 7 : Number of virtual classroom created and operational	NCRC Core Staff	1	100.00%	1	5	5	4	4.67	

UMFO 2. HIGHER EDUCATION SERVICES

OVPI UMFO 3. Higher Education Management Services

PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	NCRC Core Staff	23	316.74%	72.85	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	NCRC Core Staff	15	160.00%	24	5	5	5	5.00	
	A 11. Number of INC forms with grade submitted within prescribed period	NCRC Core Staff	4	100.00%	4	5	5	4	4.67	
	A12 Number of trainings attended related to instruction	NCRC Core Staff	3	200.00%	6	5	5	5	5.00	
	A13. Number of long examinations administered and checked	NCRC Core Staff	46	169.57%	78	5	5	5	5.00	
	A14. Number of quizzes administered and checked	NCRC Core Staff	612	148.37%	908	5	5	5	5.00	
	A15. Number of lab reports and term papers checked and graded	NCRC Core Staff	322	212.73%	685	5	5	5	5.00	

PI	Indicator	Office							
PI 8: Number of students advised: *	A16. Number of students advised:	NCRC Core Staff	14	135.71%	19	5	5	5	5.00
	AA17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	NCRC Core Staff	3	200.00%	6	5	5	5	5.00
	As SRC Member	NCRC Core Staff	5	140.00%	7	5	5	5	5.00
	A18. Number of students entertained for consultation purposes	NCRC Core Staff	82	158.54%	130	5	5	5	5.00
	Number of approved manuscript submitted within prescribed period	NCRC Core Staff	2	150.00%	3	5	5	5	5.00
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	NCRC Core Staff	1	100.00%	1	5	5	4	4.67
	A20. Number of Student organizations assisted on student related activities	NCRC Core Staff	1	100.00%	1	5	5	4	4.67
PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	NCRC Core Staff	3	133.33%	4	5	5	5	5.00
	On-line ready courseware	NCRC Core Staff	4	150.00%	6	5	5	5	5.00
	Supplemental learning resources	NCRC Core Staff	4	150.00%	6	5	5	5	5.00
	Assessment tools	NCRC Core Staff	8	137.50%	11	5	5	5	5.00
	A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	NCRC Core Staff	2	150.00%	3	5	5	5	5.00
	A 24 : Number of virtual classroom created and operational	NCRC Core Staff	3	100.00%	3	5	5	4	4.67
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
	Program accreditation/evaluation	NCRC Core Staff	4	125.00%	5	5	5	4	4.67

		Agency/firm/Industry linkages	NCRC Core Staff							
		A 26. Other outputs implementing the new normal due to covid 19	NCRC Core Staff	2	100.00%	2	5	5	4	4.67
UMFO 3 . RESEARCH SERVICES										
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *		A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	NCRC Core Staff / Researchers	5	140.00%	7	5	5	5	5.00
PI 2. Number of research outputs completed within the year *		A 28. Number of research outputs completed within the year *	NCRC Core Staff / Researchers	5	120.00%	6	5	5	4	4.67
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *		A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	NCRC Core Staff / Researchers							
		In refereed int'l journals		1	100.00%	1	5	5	4	4.67
		In Institutional fora/ conferences		2	150.00%	3	5	5	5	5.00
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences		A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *								
		In institutional fora/conferences	NCRC Core Staff / Researchers	4	125.00%	5	5	5	5	5.00
		In nat'l/regional fora/conferences	NCRC Core Staff / Researchers	1	100.00%	1	5	5	4	4.67
PI 5. Percent of research proposals approved *		A 31. Percentage of of research proposals prepared, submitted and approved		80.00%	125.00%	100.00%	5	5	5	5.00
PI 6. Additional outputs*		A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		1	100.00%	1	5	5	4	4.67

		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer		3	133.33%	4	5	5	5	5.00	
		A 34. Number of UMs submitted to ITSO, VSU		1	200.00%	2	5	5	5	5.00	
		A 35.Other outputs implementing the new normal due to covid 19		2	100.00%	2	5	5	5	5.00	
		Number of technologies generated and utilized by industries and farmers or other clients		3	166.67%	5	5	5	5	5.00	
		Number of crop varietes conserved and utilized by clients and industries		30	166.67%	50	5	5	5	5.00	
		Number of linkages forged									
		National	NCRC Core Staff / Researchers								
		Regional	NCRC Core Staff / Researchers	1	100.00%	1	5	5	4	4.67	
		Amount of research money generated from external funding	NCRC Core Staff / Researchers	1.0M	100.00%	1.0M	5	5	5	5.00	
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	NCRC Core Staff / Researchers	2	150.00%	3	5	5	5	5.00	
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	NCRC Core Staff / Researchers	91	139.56%	127	5	5	5	5.00	
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	NCRC Core Staff / Researchers	4	150.00%	6	5	5	5	5.00	

PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	NCRC Core Staff / Researchers	71.67%	139.53%	100.00%	5	5	5	5.00	
PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	NCRC Core Staff / Researchers								
Research Mentoring	Research Mentor		6	133.33%	8	5	5	5	5.00	
Peer reviewers/Panelists	Peer reviewers/Panelists	NCRC Core Staff / Researchers	2	150.00%	3	5	5	5	5.00	
Resource Persons	Resource Persons	NCRC Core Staff / Researchers	4	125.00%	5	5	5	5	5.00	
Consultancy	Consultant	NCRC Core Staff / Researchers	1	100.00%	1	5	5	4	4.67	
Evaluator	Evaluator	NCRC Core Staff / Researchers	1	100.00%	1	5	5	5	5.00	
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	NCRC Core Staff / Researchers	77.50%	516.13%	400.00%	5	5	5	5.00	
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *									
	A 43.Other outputs implementing the new normal due to covid 19	NCRC Core Staff / Researchers	2	100.00%	2	5	5	4	4.67	Lubi Dabi sa NCRC
	Number of beneficiries served with technical assistance	NCRC Core Staff / Researchers								
	Groups	NCRC Core Staff / Researchers	4	125.00%	5	5	5	5	5.00	
	Individuals	NCRC Core Staff / Researchers	96	157.29%	151	5	5	5	5.00	
	Number of IEC materials/technologies developed / used	NCRC Core Staff / Researchers	3	166.67%	5	5	5	5	5.00	

	No. of copies of IEC materials distributed	NCRC Core Staff / Researchers	140	173.57%	243	5	5	5	5.00	
	Production of biological control agents (Parasitoids) and entomopathogens	NCRC Core Staff / Researchers	350	142.86%	500	5	5	5	5.00	

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 1. Faculty Development Services

	Number of faculty pursuing advanced research degree programs facilitated, monitored and assisted	NCRC Core Staff	1	100.00%	1	5	5	4	4.67	
	Number of In-chouse seminars/training/workshops/reviews conducted/attended	NCRC Core Staff	2	150.00%	3	5	5	5	5.00	

OVPI MFO 4. Program and Institutional Accreditation Services

PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*	NCRC Core Staff	zero non-conformity	100.00%	zero non-conformity	5	5	5	5.00	
	A 45. Compliance to all requirements of the program and institutional accreditations:	NCRC Core Staff	100% compliant	100.00%	100% compliant	5	5	5	5.00	

Incomce Generating and Production Services

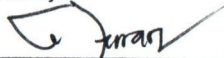|									
Sustainable Income generation activities to suport University activities	Number of STF/IGP's monitored, supervised and managed	Manages and monitors STF and Income Generating Projects of the Center	3	200.00%	6	5	5	5	5.00	
	Number of technologies commercialized / used by the industry		2	100.00%	2	5	5	5	5.00	Biscotti Cocofresh MEB- 1% Makapuno Seedlings

UMFO 6. General Admin. & Support Services

											Makapuno Strips Balls Coco Kisses
PI 2. Zero percent complaint from clients served	**A 46**. Customer friendly frontline services	NCRC Core Staff, SRA/Aide, Admin Auides, Laborers	Zero complaint	100.00%	Zero % complaint	5	5	5	5.00		
PI 3: Additional Outputs	**A 47**. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	NCRC Core Staff									
	A 48.Other outputs implementing the new normal due to covid 19	NCRC Core Staff									
Efficient office management and maintenance	Number of NCRC-V personnel supervised and monitored	Department head	14	135.71%	19	5	5	5	5.00		
	Submission of Center's PPMP for the following year within deadline as prescribed by BAC	Department head / Admin Aides									
	Number of planning sessions, tracking and monitoring of targets, etc, conducted to ensure attainment of department targets	NCRC Core Staff									
	Number of NCRC-V meetings conducted/ attended	NCRC Core Staff, SRA/Aide, Admin Aides	16	100.00%	16	5	5	4	4.67		
	Number of documents reviewed/evaluated, signed and approved	NCRC Core Staff, SRA/Aide, Admin Aides	215	269.77%	580	5	5	5	5.00		
	Number of University committees/council meetings attended	NCRC Core Staff, SRA/Aide, Admin Aides	8	175.00%	14	5	5	5	5.00		
	Number of reports prepared/reviewed/submitted, data and other information requested by other offices	NCRC Core Staff, SRA/Aide, Admin Aides	6	183.33%	11	5	5	5	5.00		
	Number of repairs /improvements of structures/facilities of the center supervised and monitored	NCRC Core Staff, SRA/Aide, Admin Aides	1	100.00%	1	5	4	5	4.67		

		Number of visitors/clients/investor briefed and entertained	NCRC Core Staff, SRA/Aide, Admin Aides	35	685.71%	240	5	5	5	5.00	
		Number of Plane tickets book/arranged	NCRC Core Staff, SRA/Aide, Admin Aides	2	150.00%	3	5	5	5	5.00	
		Number of Faculty evaluation facilitated	NCRC Core Staff, SRA/Aide, Admin Aides	10	300.00%	30	5	5	5	5.00	
		Number of documents photocopied/scanned	NCRC Core Staff, SRA/Aide, Admin Aides	115	152.17%	175	5	5	5	5.00	
		Number of office email sent, atachment downloaded/printed	NCRC Core Staff, SRA/Aide, Admin Aides	50	500.00%	250	5	5	5	5.00	
		Number of documents sorted	NCRC Core Staff, SRA/Aide, Admin Aides	100	200.00%	200	5	5	5	5.00	
		Number of documents bound	NCRC Core Staff, SRA/Aide, Admin Aides	5	500.00%	25	5	5	5	5.00	
		Percentage of trips completed for in campus & outcampus trips to conduct/fetch NCRC Personnel to their destinations	NCRC Core Staff, SRA/Aide, Admin Aides	100.00%	100.00%	100.00%	5	5	5	5.00	
		Number of documents preparedprocessed (i.e. travel, payrolls, appointments, replenishments, PRs, RIS, fuel vouchers, trip tickets, PPMP, etc).	NCRC Core Staff, SRA/Aide, Admin Aides	50	400.00%	200	5	5	5	5.00	
		Number of research / extension reports and budget prepared / encoded and printed	NCRC Core Staff, SRA/Aide, Admin Aides	6	183.33%	11	5	5	5	5.00	
		Number of research proposals encoded & printed	NCRC Core Staff, SRA/Aide, Admin Aides	2	250.00%	5	5	5	5	5.00	
		Number of trainings faciitated	NCRC Core Staff, SRA/Aide, Admin Aides	2	200.00%	4	5	5	5	5.00	
		Number of power point presentation, layout backdrops and welcome tarp prepared	NCRC Core Staff, SRA/Aide, Admin Aides	2	500.00%	10	5	5	5	5.00	
		Number of brochures/leaflets helped prepared	NCRC Core Staff, SRA/Aide, Admin Aides	3	400.00%	12	5	5	5	5.00	
		Number of OPCRC/IPCR helped prepared/encoded	NCRC Core Staff, SRA/Aide, Admin Aides	11	118.18%	13	5	5	5	5.00	
		Number of workloads and class schedules prepared	NCRC Core Staff, SRA/Aide, Admin Aides	1	2400.00%	12	5	5	5	5.00	

		Number of communication and notice of meetings prepared	NCRC Core Staff, SRA/Aide, Admin Aides	6	333.33%	20	5	5	5	5.00	
		Number of project/study leaders appointment prepared	NCRC Core Staff, SRA/Aide, Admin Aides	5	300.00%	15	5	5	5	5.00	
		Mantains/check the NCRC Vehicle to ensue its availability, cleanliness and in good running condition	NCRC Core Staff, SRA/Aide, Admin Aides	3x a week maintained /checked	133.33%	4x a week vehicles were maintained/ checked	5	5	5	5.00	
		Number of documents sorted / consolidated for filing	NCRC Core Staff, SRA/Aide, Admin Aides	150	234.67%	352	5	5	5	5.00	
	Total Over-all Rating									468.67	
	Average Rating				4.93	Comments and Recommendations for Development Purposes:					
	Approved Additional Points (w/ copy of A[proval)										
	FINAL RATING				4.93						
	ADJECTIVAL RATING		OUTSTANDING								

Received by:

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Planning Office

Date:

Calibrated by:

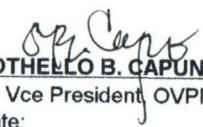**REMBERTO A. PATINDOL**
PMT

Date:

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JOSE L. BACUSMO
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